



FREE RESOURCE · WORKSHEET

Hurricane Exercise Planner

For Caribbean hospitality hurricane readiness

Plan a tabletop or practical exercise that tests roles, communications, decisions and operational gaps before the real event.

How to use this resource

1 Localise the plan

Use the official emergency arrangements, authorities, contacts and property procedures for the island where you operate.

2 Assign before activation

Name the people and back-ups responsible for key functions before storm conditions create pressure.

3 Work from official information

Monitor recognised meteorological and government sources and translate updates into property decisions.

4 Record significant actions

Capture decisions, accountability, changes and evidence as the event develops.

5 Debrief and improve

After the event or exercise, assign improvements and verify that important gaps are actually closed.

IMPORTANT

Follow official warnings, evacuation orders and national/local disaster-management instructions. This resource supports planning; it does not replace emergency authorities, professional advice or your approved emergency plan.

Hurricane Exercise Planner

Plan a tabletop or practical exercise that tests roles, communications, decisions and operational gaps before the real event.

Exercise objective

Scenario

Date / time

Participants / departments

Roles being tested

Key injects / decision points

Communications being tested

Staff accountability method tested

Operational dependencies tested

Observers / evaluators

What worked

Gaps identified

Actions / owners / due dates

Re-test date

A hurricane plan should work when the storm is real.

CaribSafe Ready helps turn the plan into action.

CaribSafe Ready helps teams prepare, assign ICS-style roles, coordinate emergency tasks, maintain staff accountability and preserve the operational record for recovery and review.

[Book a 20-minute walkthrough](#)